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18 July 1986

MEMORANDUM FOR: Director of Central Intelligence

FROM: William F. Donnelly
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 18 July 1986

1. On 11 July the Office of Logistics (OL) completed construction of the vaults in 6E2910 and 6E2911, which are for the Counterterrorist Center. This marks the end of a seven and one-half month design and construction project for the newly formed Directorate of Operations (DO) office. This project was completed three weeks ahead of schedule.

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3. OL reports that the Occupational Medical Center contractor, who is working for General Services Administration Accident and Fire Branch, is taking samples of the insulation material and ceiling tiles in the following buildings: [REDACTED] These buildings will be analyzed for asbestos content, and the results of the tests should be received within 30 days.

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7. The backlog of initial FOIA requests was reduced this week to 1311. This compares with a backlog of 2208 this time last year and 3092 two years ago.

8. The Agency Contract Review Board approved the lease to purchase contract award to Contel for the nonsecure telephone switch [REDACTED] Approval was granted subject to the Executive Director's approval to commit outyear funds for the purchase.

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12. OS has received strong interest from all Directorates in its offer to provide briefings concerning current physical and technical security issues, the polygraph and clearance programs, employee security, and counterintelligence activities. The Office's Security Education Staff is currently coordinating the requests and scheduling briefings.

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13. The Office of Personnel (OP) conducted the following activities last week in search of Operations Officers:

- Career Trainee (CT) officers visited Chicago, Michigan, and New York, where they conducted 49 Ops Officer interviews and recommended 26 for further processing.
- representatives met with placement and alumni officials at American, George Washington, John Hopkins, Georgetown, and Maryland Universities stressing the need for and seeking support for the Agency's effort to identify DO/CT applicants.

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14. Approximately 1,800 people visited OP clerical recruitment exhibits at two job fairs held in the Washington, D.C., metropolitan area this past week.

15. The Director of Personnel briefed staffers from the Senate Select Committee on Intelligence (SSCI), which is examining CIA as part of the SSCI's survey of Intelligence Community personnel programs. The Director of Personnel provided an overview of the current Agency situation and advised that a modular approach to meeting the Agency's future needs currently is being conducted by an OP Human Resources Task Force. The SSCI will hold hearings on Community personnel programs later in July and expects to issue a final report by the end of the year.

16. During 14 - 21 July the Office of Training and Education (OTE) held the first running of the new Intelligence Issues Course designed for Executive Secretaries as part of the Agency's Secretarial Training Program. The course focuses on how the Agency deals with current intelligence issues and covers such areas as the intelligence process, the Intelligence Community, the role of the Agency and other organizations within the Intelligence Community, and functions of specific offices within the Agency. Sixteen Executive Secretaries from CIA and one each from the Defense Intelligence Agency, the Department of State, the National Security Agency, and the Bureau of Alcohol, Tobacco, and Firearms attended.

17. Karen Brooks of the University of Minnesota led a discussion on Soviet agriculture and Philip Stewart of Ohio State University and Werner Hahn of the FBIS Analysis Group led a discussion on Soviet politics at two OTE seminars presented the week of 9 July.

William F. Donnelly

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